



The Village of Hartville

202 WEST MAPLE
PO BOX 760
HARTVILLE, OHIO 44632-0760
(330) 877-9222

INSTRUCTIONS FOR FILING A ZONING VARIANCE REQUEST

1. This is a request to vary from the provision(s) of a local regulation.

Examples:

- a. Variance from all front, side and rear yard set-back lines.
 - b. Variance from sign regulations.
 - c. Location of all existing and proposed driveways, parking areas and walkways.
2. The Zoning Board of Appeals meets the 1st Monday of each month at 6:00 p.m. at 202 W. Maple Street, Hartville, Ohio 44632. Deadline for applications is 10 calendar days from the meeting date.
 2. **(7) copies of the completed application** must be accompanied by a fee of \$50.00 or \$100.00 for Commercial and submitted to the Village of Hartville at the above address.
 3. **Please submit copies of application, along with (7) copies (maximum size of 17x11) of a scaled site plan of the property.** Site plan must be drawn indicating both the numerical and graphical scale used together with a north arrow indicator.
 4. Be sure that the application has attached the list of properties (which is an attached sheet) adjoining (sides and rear and across the street from) the subject property, listing ownership and lots.
 5. The applicant or his agent **MUST** be present at the hearing in order for the application to be acted upon.
 6. The applicant is responsible for the accuracy and completion of the required information.